



CITY OF HOUSTON

Job Posting

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<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
<i>Job Classification</i>	DATA ENTRY OPERATOR
<i>Posting Number</i>	PN #110968
<i>Department</i>	HOUSTON POLICE
<i>Division</i>	VARIOUS
<i>Section</i>	N/A
<i>Reporting Location</i>	VARIOUS
<i>Workdays & Hours</i>	VARIOUS*

*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs general data entry activities (inputting/retrieving information) from a variety of source documents. Types, proofreads and edits reports, documents and forms. Performs rapid and accurate conversion of data from original documents into coded form for input into electronic data processing equipment. Verifies converted data for accuracy. Enters new information into the computer under well-defined and established procedures.

WORKING CONDITIONS

The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

MINIMUM EDUCATIONAL REQUIREMENTS

Knowledge of grammar, spelling, punctuation and mathematical functions as might be acquired through specialized training of up to 9 months of education or training beyond the high school level. May have simple vocational competence in the operation of mechanical or electronic equipment.

MINIMUM EXPERIENCE REQUIREMENTS

Six months of data entry experience or clerical/secretarial experience with a heavy volume of typing are required.

MINIMUM LICENSE REQUIREMENTS

None.

PREFERENCES

None.

SELECTION/SKILLS TESTS REQUIRED

Must pass a City administered typing test.

SAFETY IMPACT POSITION Yes X No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 8
\$666.00 - \$920.00 Biweekly \$17,316.00 - \$23,920.00 Annually

OPENING DATE June 7, 2006

CLOSING DATE June 13, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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